

RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM

IMPORTANT INSTRUCTIONS FOR LEAD TRAINER (LT) TRAINING PARTICIPANTS

To ensure smooth execution and a meaningful training experience, all nominated Lead Trainers are requested to adhere to the following guidelines:

A. Attendance & Timeliness

- Report by **9:00 AM** every day to ensure the training begins promptly at 9:30 AM.
- Mandatory attendance for all five days is required to be eligible for the Certificate of Participation.
- No exemption requests will be entertained under any circumstances.

B. Required Materials

- Bring a **laptop and smartphone**, along with chargers, for active participation.
- Training will be conducted using the **Pedgog App**.

C. App Setup

- Download both the **iGOT** and **Pedgog** apps on your smartphone before the training.
- Register on Pedgog using your iGOT email ID and registered phone number to receive your certificate and karma points after training.

D. Participation & Engagement

- Carry a **valid official ID** card for verification.
- Actively participate in all sessions and discussions to gain maximum value from the program.
- Follow all health and safety protocols as instructed at the training venue.

E. Accommodation Arrangements

- Coordinate with the **nodal officer at the training venue** to confirm your participation and **arrange hotel accommodation** well in advance.
 - Keep all **receipts for reimbursement** as applicable.
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Important Information

SECTION	DETAILS
Accommodation of Officers	<ul style="list-style-type: none"> Accommodation may be arranged by the Training institute through partner hotels, as per officer entitlement (DS/Director rank – ₹4,000/night). Campus accommodation may be available at a minimal cost.
Payment Responsibilities	Residential Charges: <ul style="list-style-type: none"> Officers are responsible for their accommodation, breakfast, and dinner on both training and non-training days.
	Non-Training Day Expenses (to be paid by officers): <ul style="list-style-type: none"> Breakfast Tea/coffee with snacks (11:00 AM and 4:00 PM) Lunch and dinner
	Training Day Expenses (covered by CBC): <ul style="list-style-type: none"> Morning and evening tea/coffee with snacks Lunch
Attendance Requirement	<ul style="list-style-type: none"> Attendance for all 5 days is mandatory. No exemption requests will be entertained. Parent departments must ensure nominated officers are relieved for the entire training duration.
Desired Attributes of Lead Trainers	Lead Trainers should demonstrate: <ul style="list-style-type: none"> High enthusiasm and motivation A seva bhaav (service) mindset Strong communication skills Physical fitness for full-day sessions Comfort with using the iGOT app and basic digital tools